



DEPARTMENT OF HEALTH AND HUMAN SERVICES

**NAVAJO AREA
INDIAN HEALTH SERVICE**



VACANCY ANNOUNCEMENT
CH-06-73

OPENING DATE
SEPTEMBER 14, 2006

CLOSING DATE
SEPTEMBER 27, 2006

POSITION
DIAGNOSTIC RADIOLOGIC
TECHNOLOGIST (ULTRASOUND)

LOCATION AND DUTY STATION
PHS INDIAN HOSPITAL, RADIOLOGY DEPART. CHINLE, AZ
DUTY STATION: PINON HEALTH CENTER, PINON, AZ

GRADE/SALARY
GS-647-07, \$37,449 - \$46,809 PER ANNUM*
GS-647-08, \$41,475 - \$51,843 PER ANNUM*
**SPECIAL SALARY RATE UNDER 5 USC 5303*

NUMBER OF VACANCIES
ONE VACANCY (085001)

APPOINTMENT

WORK SCHEDULE

AREA OF CONSIDERATION

● PERMANENT
● TEMPORARY
NTE: _____

● FULL-TIME
● PART-TIME
● INTERMITTENT

● COMMUTING AREA
● NAVAJO AREA WIDE
● IHS WIDE
● DHHS WIDE

SUPERVISORY/MANAGERIAL

PROMOTION POTENTIAL

● YES, MAY REQUIRE ONE YEAR PROBATION
● NO

● YES, TO GRADE GS-08
● NO KNOWN POTENTIAL

HOUSING

TRAVEL/MOVING

● YES, GOVERNMENT HOUSING IS AVAILABLE
● PRIVATE HOUSING ONLY

● MAYBE PAID FOR ELIGIBLE EMPLOYEES
● NO EXPENSES PAID

DUTIES: This position is located in the Ultrasound Department of the Radiology Department, Clinical Services, of the Pinon Health Center, Pinon, Arizona. The incumbent performs a wide range of highly technical procedures requiring independent judgment, ingenuity and initiative in the application of non-ionizing radiation and high frequency ultrasonic waves to produce exams of diagnostic quality. Produce ionizing radiation within a safe permissible range so as to achieve a quality radiograph. Develops exposed x-ray film by automatic processing; prepares chemicals for the automatic film processing unit so as to maintain a proper level for replenishment for every film entering the processor for development. Provides patient protection in accordance with prescribed safety standards related to radiographic examination. Maintains up-to date current posting of technique exposure guide based on positioning for all radiographic units in the Service Unit. Assists physicians in administering opaque media for all prescribed radiographic examination. Takes radiographs such as IVP, barium swallow, cryptogram and oral cholecystogram. Performs all ultrasound studies for diagnosis and for sonographic guidance to assist clinician during invasion procedures, dictated by available highly specialized equipment. Instructs patients on required exam preparations; explains procedures to patients in sufficiently understood lay terms. Schedules all patients staking into consideration the complexity of urban to reservation travel requirements of our patients and type of exam to be performed to allow the most efficient handling of the large number of patients examined daily. Performs all clerical functions required of the section, i.e., filing exams, recording data, and compiling statistics routinely required. Keeps repair and maintenance records of radiographic unit. Records reading of each densitometry read density and output of radiographic and graph the reading daily in the graphic logs. Performs other related duties as assigned.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT



QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

NOTE: Public Law 97-35 requires that persons who administer radiological procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meet these requirements:

- 1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (January 13, 1986) who show evidence of current or fully satisfactory performance or certification or such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiological procedures to others.
- 2) Persons first employed by the Federal Government as radiological personnel after the effective date of the regulation who (a) received training from institutions in a State or foreign jurisdiction that did not accredit training in that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program, provided that such persons show evidence of training, experience, and competence as determined by OPM or the employing agency.

POSITIVE EDUCATION REQUIRED: NO

LICENSURE REQUIRED: NO

BASIC QUALIFICATIONS: Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-07 level to qualify for the GS-08 grade level. Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-06 level to qualify for the GS-07 grade level.

SPECIALIZED EXPERIENCE: Experience in the operation of diagnostic radiology equipment under the direction of radiologists or other medical officers to produce radiographic studies used in medical diagnosis and treatment.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: For GS-07, One full year of graduate education meets the requirement in those instances where it is directly related to the work of the position.

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-06 level to qualify for the GS-07 grade level and must have completed 52 weeks of service at the GS-07 level to qualify for the GS-08 grade level.

CONDITIONS OF EMPLOYMENT: Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

NOTE: Refer to OPM Handbook Qualification Standards, Series GS-0647 for complete information. For more complete information contact your Servicing Personnel Office. In order to obtain educational credit, you are required to provide official transcripts by the closing date of this announcement.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES: Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resumes or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Veterans: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered employees.

A. Current or former career or career-conditional (tenure groups I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another community area.

OR

B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under sections 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to the position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **KNOWLEDGE OF RADIOGRAPHIC EXAMS.**
2. **KNOWLEDGE OF SONOGRAPHY EXAMS.**
3. **KNOWLEDGE AND SKILL OF SONOGRAPHY TECHNICAL.**
4. **KNOWLEDGE AND SKILL OF RADIOGRAPHY TECHNICAL.**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

NOTE: "Declaration for Federal Employment" (OF-306), AND Addendum to OF-306 (Child Care & Indian Child Care Worker Position), BOTH forms, must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Personnel Management Branch, P.O. Box PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. **Resume; or OR
3. **Any other written application format; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION; WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION CONTACT: Lori Smith, Human Resource Specialist, (928) 674-7033 or email: lorraine.smith@ihs.gov.

A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 5-4432, (or equivalent form issued by a Tribe authorized by P.L. 930638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference OR appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 5-4432, but state that such documentation is contained in their Official Personnel Folder.

****INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

NOTE: PERSON WHO SUBMITS INCOMPLETE APPLICATIONS WILL BE GIVEN CREDITS ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERANS PREFERENCE DETERMINATION, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

HUMAN RESOURCE CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-06-73. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE
DIAGNOSTIC RADIOLOGIC TECHNOLOGIST (ULTRASOUND), GS-647-7/8**

1. KNOWLEDGE OF RADIOGRAPHIC EXAMS. The knowledge, skill, and ability to independently perform general radiography, fluoroscopic exams, difficult exams, portable exams, and surgical exams on all patient age groups. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. KNOWLEDGE OF SONOGRAPHY EXAMS. The knowledge, skill, and ability to independently perform abdomen, needle guided biopsy, small body parts, and vascular sonographic examinations on all patient age groups. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. KNOWLEDGE AND SKILL OF SONOGRAPHY TECHNICAL. Knowledge, skill, and ability of physics of ultrasound spectral Doppler, physiology, and cross-sectional anatomy. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. KNOWLEDGE AND SKILL OF RADIOGRAPHY TECHNICAL. The ability, skill, and knowledge, to use KVP, MA, time, distance, density, contrasts, and patient size to produce quality radiographs. The ability, skill, and knowledge in the use of general, and diagnostic equipment to produce quality radiographs; use of radiology information systems. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

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C E R T I F I C A T I O N

I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.

SIGNATURE OF APPLICANT

DATE